



Massachusetts Commission Against Discrimination

Training Request Form

Please fill out the following information as a preliminary step to schedule training conducted by the MCAD. A member of the MCAD Training Unit will contact you within 4 business days to respond to your request. This form can be faxed to Rebecca Shuster at 617-994-6024, or emailed as an attachment to Training.Assistant@state.ma.us.

Generally, all employees are expected to attend a training session. The fee for most sessions is \$40 per person (line staff) or \$60 per person (supervisors or managers). A minimum of 10 participants and/or a minimum payment of \$400 is usually required. 25 participants is the ideal number for each session.

Training Fee Waivers: In cases of financial hardship, please submit a letter detailing: a) why the fee is a hardship, b) a proposed lower fee, and c) reasons that proposed fee is appropriate. The letter can be faxed to Rebecca Shuster at 617-994-6024, or emailed to Training.Assistant@state.ma.us.

Name of Employer/Organization	
Name of Contact Person	
Email Address of Contact Person	
Phone Number of Contact Person	
Requested Topic (circle one)	Preventing and Addressing Discrimination in the Workplace (overview) Preventing and Addressing Discriminatory Harassment (includes sexual harassment) Preventing and Addressing Housing Discrimination Conducting Internal Discrimination Complaint Investigations Other
Training Location (City or Town)	
Anticipated Number of Participants	
Total Number of Employees	
Requested Date(s)	
Is this training required by an MCAD/court order, or settlement?	<input type="checkbox"/> Yes <input type="checkbox"/> No